



# County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration  
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<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA  
Chief Executive Officer

January 27, 2012

To: All Department Heads

From: William T Fujioka  
Chief Executive Officer

Lisa M. Garrett  
Director of Personnel

A handwritten signature in black ink, appearing to be "W. T. Fujioka", written over the printed name of the Chief Executive Officer.

A handwritten signature in black ink, appearing to be "Lisa M. Garrett", written over the printed name of the Director of Personnel.

Board of Supervisors  
GLORIA MOLINA  
First District

MARK RIDLEY-THOMAS  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

## NEW 90-DAY STANDARD FOR ADMINISTRATIVE INVESTIGATIONS

This memorandum is to inform you that effective immediately the standard for completing all administrative investigations is 90 days. All reasonable efforts should be made to complete the investigations within this timeframe, keeping in mind the differing levels of complexity of the cases. This goal has been established to ensure the timely completion of investigations and to promptly administer the notices of administrative actions in connection with any findings to correct inappropriate performance or behavior.

We understand that departments have different levels of capacity to meet the 90-day standard and request that you notify Lisa Garrett, the Director of Personnel, or Laurie Milhiser, the County Risk Manager, if you anticipate that the investigation process cannot be completed within 90 days. Please note that the Chief Executive Office (CEO), Department of Human Resources (DHR) and Auditor-Controller (A-C) are establishing a subject matter expert task force, from multiple departments, including County Counsel, to assess and determine best practice protocols and procedures, and to establish model guidelines. Broader issues may surface from the study such as the impact of caseload, workflow, staff development and necessary staffing and budgetary requirements.

DHR is reinforcing the requirement for conducting timely, thorough and accurate investigations and initiating prompt administrative actions with each of the County manager groups. A separate memorandum to this effect was delivered to your Departmental Human Resources Managers on January 13, 2012.

*"To Enrich Lives Through Effective And Caring Service"*

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Finally, we want to remind you that on February 1, 2012, CEO and DHR will host a HR/Risk Management training for managers and supervisors. The presenter, Gordon Graham, will address the issue of prompt administrative actions and audits in the curriculum. We look forward to your attendance and the participation of your staff in this important training.

For additional information, you may contact Lisa M. Garrett, Director of Personnel, at (213) 974-2406, or Laurie Milhiser, County Risk Manager, at (213) 351-5346.

WTF:EFS  
LG:ef

c: Each Supervisor  
Chief Deputies  
Administrative Deputies